



## REQUEST FOR QUOTATION

### Design and layout of the eThekweni's 2015/2016 Annual Report

EThekweni Municipality is calling on suitably qualified service providers to quote for the desktop design of the 2015/2016 Annual Report. The Annual Report is an account of the City's performance over the last financial year and as such demands a high end look and feel. The design is to include pictures of the eThekweni region and service delivery, some of which will be supplied.

#### Scope of work

- 1) Layout and design full Annual Report
- 2) Layout and design of summary of the Annual Report
- 3) Layout and design of CD and CD covers for the Annual report

A print ready file of the eThekweni 2015/2016 full Annual Report and summary should be provided by the successful bidder in PDF (high resolution) and DTP format.

The following specifications should be considered when quoting:

#### Full Annual Report

Pages:	700 printed plus front and back cover Photos to be printed on inside front and back covers
Colour:	Full colour
Paper:	Cover – 250gsm Gloss Text – 115gsm Gloss
Size:	A4

#### Annual Report Executive Summary

Pages:	52 printed plus front and back cover Photos to be printed on inside front and back covers
Colour:	Full colour
Paper:	Cover – 250gsm Gloss Text – 115gsm Gloss
Size:	A4

#### CDs

CDs:	Both CDs and its covers appropriately designed and labeled
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#### The quotation should include:

- a) An outline of your experience in desktop design and publishing.
- b) Cost and time allocations.
- c) A description of the project team that is if there will be more than one person working on this project with Curriculum Vitaes of project team.

d) If registered with the eThekweni Municipality then the JDE supplier and the Procurement Reference No. must be indicated. If a supplier is not registered on the eThekweni Municipality's supplier database then they would need to register prior to submitting a quotation.

e) A sample of an expected final product, i.e. a similar publication undertaken previously.

f) A sample of the final product must be signed off before the full consignment is produced

Sealed quotations clearly marked "Annual Report DESIGN 2015/2016" must be dropped off at the Quotation Box at Corporate Procurement Old Fort Complex by 11:00am on 21 December 2016. Enquiries - Contact Orisha Goorbhare on [Orisha.Goorbhare@durban.gov.za](mailto:Orisha.Goorbhare@durban.gov.za); 031-322 7207.